Floor Warden/Suite Monitor: Fire Drill Expectations



- Inform personnel of information learned today
- Fire drill or alarm activation:
 safe evacuation to closest, nearest stairwell
- Wear Vest and team members stage to direct evacuation of personnel
- Food/drink, heels, electronics, luggage not allowed in stairs during evacuation
- Close doors, place Post-Its on office doors
- Assistance Monitors for Impaired in stairwell
- Roll call sheet to account for personnel at SRA

Stair Monitor

STAIRWELL 1 ROOF ACCESS FLOOR



ALLIED UNIVERSAL[®]

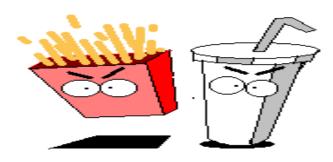
DOWN TO LEVEL 1 FOR EXIT DISCHARGE FLOOR 1 TO 9

















Elevator Monitor



- Occupants do NOT use the elevators
- Directs everyone to the stairwell
- Reports to Floor Warden/Suite Monitor



Searchers



- Ensures everyone has evacuated the floor
- Ensures all doors are closed to keep out smoke
- Inform Floor Warden assigned areas cleared



Assistance Monitor





- Impaired: "Anyone who cannot go down one flight of stairs unassisted."
- Requires two Staff Assistance Monitors
- Wait for stairs to clear before entering
- Take safe refuge in the stairwell
- One monitor stays, second monitor accounts for those in stairwell with Roll Call Member at Safe Refuge Area



Roll Call Member

Roll Call Member:

Carries Pre-Printed Employee/

Spall, Robert

Triquet, Paul @fakes

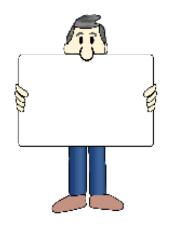
Visitor List to Safe Refuge Floor or Safe Refuge Area





Visitor Sign In Sheet

Date	Visitor's Name	Time In	Time Out	Reason for Visit	Signature	
					20 301	
		- 3		5		
				+	7	
,				1		
	_			-		
			100			
			0			
				+		
	- 1	- 0	0	1	- 8	
				1		
			7	1		
		y	2		22	



Sign Holder

 Sign Holder stands next to Roll Call Member so that personnel can quickly be accounted for.





